



**Policies and Procedure Manual
2015**

RUGBY NOVA SCOTIA
Membership Policy

1. REQUIREMENT FOR MEMBERSHIP

- 1.1 RUGBY NOVA SCOTIA (RNS) requires that all individuals participating in the sport of Rugby Football in Nova Scotia be members of RNS and Rugby Canada (RC). There shall be one type of individual membership in several categories: (coach, referee, junior, senior, admin, mini, temporary)
- (i) Membership - Mandatory for all participants in the sport of Rugby Football in the province of Nova Scotia and Canada.
- 1.2 Each Club playing in any competition organized, sanctioned or otherwise held under the auspices of the RNS shall ensure that all participating players and replacements are registered as Members of RNS.
- 1.3 The following individuals are not required to obtain RNS membership in order to participate in the sport of Rugby Football in Nova Scotia:
- (i) Bona fide members of a National Union either directly or through a Sub-Union.
 - (ii) Visiting officials of other provinces participating at the invitation of RNS or the N.S.S.R.U.R.
 - (iii) Players, coaches and officials travelling with tour parties playing in Nova Scotia.

2. REGISTRATION

- 2.1 Each individual wishing to become a member of the RNS must register using a registration form provided by RC. These forms must be properly and fully completed, indicating the type of membership required, and returned to the RNS office for processing. Registration must be completed before any individual can take part in any competition organized, sanctioned or otherwise held under the auspices of the RNS.
- 2.2 Each registering individual must have a sponsoring Club, which shall be noted on the registration form. By sponsoring a Member the Club accepts responsibility for ensuring that the required fees are paid to the RNS.
- 2.3 Registration as above and payment of the prescribed fees will confer type of Membership with RNS and also eligibility for insurance coverage as offered by the RNS and/or RC.

3. DURATION OF MEMBERSHIP

- 3.1 Membership is for the period of one year from May 1 to April 30.

4. PAYMENT OF MEMBERSHIP FEES

- 4.1 Continuing membership with Rugby Nova Scotia is contingent upon the payment of the required membership dues within the allotted time. If said dues are not paid then Rugby Nova Scotia will suspend membership.
- 4.2 Registration forms and membership invoices will be issued on May 1 of each year (September 1 for University Clubs). Payment must be made within 30 days of issue. A late charge of 2% of the invoice amount is incurred on all late payments.
- 4.3 The Annual General Meeting of Rugby Nova Scotia determine membership dues. For 2014 these dues are:

	<u>Senior Clubs:</u>	<u>University Clubs</u>
Bond	\$600	\$600
RC dues/ Insurance	TBA	TBA
RNS Dues: 1 st Team	\$TBA	\$TBA
2 nd Team	\$TBA	\$TBA

- 4.4 To be considered a Junior player you must not turn 19 in the registration year. All other players, coaches, referees, administrators will be considered seniors. The registration fees for individual registration are:

	<u>Junior</u>	<u>Mini</u>	<u>Senior</u>
Registration	TBA	TBA	TBA

- 4.5 Any Club that allows an individual not a Member of RNS to participate in the game of Rugby Football in the Province of Nova Scotia shall be subject to possible disciplinary action. In addition to penalties levied against the Club, the individual concerned may also be subject to disciplinary action.

5. MONITORING AND ENFORCEMENT

5.1 Division and Playoff Play

Prior to kickoff at every regularly scheduled game, including exhibition and playoff games, each team captain, or other responsible person, will present to the referee a **complete game sheet** including first and last names of team members, including replacements on the game sheet provided by the referee. The Home team is responsible for providing the game sheet at each home game.

It's duty of the referee to accept the game sheet and complete it after the match. The home team shall ensure that the list is forwarded to RNS office completed with game score and scorers for both teams along with game notes within 24 hours of completion of the match.

5.2 Tournaments

It is the responsibility of every host Club to ensure that all participants, with the exception of 1.3, in tournaments or special events are registered members of **RC**. Failure to ensure that participants are registered may result in Disciplinary Committee action against the host Club and/or a fine of \$500.00 and loss of tournament sanction. The host club can obtain the necessary information to verify registration by contacting the Rugby NS office (\$25 admin fee).

- 5.3 The Disciplinary Committee of RNS will take disciplinary action against those Clubs or Members in contravention of this Membership Policy at the discretion of the RNS Board of Directors. Penalties and/or fines may be assessed against the individual or Club involved by the Disciplinary Committee. Appeals of the decisions of the Disciplinary Committee are to be made in accordance with the appeals procedure for on-field discipline as defined in Section 4 of the Disciplinary Policy.

6. EXPRESS REGISTRATION

- 6.1 An individual may "Express" register for Membership by emailing, mailing or faxing the required registration form to the RNS office by Wednesday (noon) of each week. Failure to have form submitted on that day would result in non-registration for that week. The individual will have to wait until the following week to become registered.
- 6.2 Other methods of registration may be used as approved from time to time by the RNS Board of Directors.

7. MEMBERSHIP

- 7.1 Registration as a Member and insurance coverage eligibility will be considered to be effective from the time that you and your club are notified by phone, mail, fax or email.

To contact the RNS offices please write to, phone, fax or Email:

Rugby Nova Scotia
5516 Spring Garden Road
Suite 311
Halifax, NS B3J 1G6

Phone: (902) 425-5450 Ext.341

Fax: (902) 425-5606

Email: rugbyns@sportns.ns.ca

RUGBY NOVA SCOTIA

Game Regulations

1. INTRODUCTION

- 1.1 The following regulations apply to all games of Rugby played in Nova Scotia and sanctioned or approved by Rugby Nova Scotia (RNS) involving one or more member Clubs of RNS except where superseded by regulations issued by RNS for specific tournaments and events.
- 1.2 No club shall have two teams competing in the same division.
- 1.3 RNS member clubs shall obtain the prior permission of the RNS for any fixtures against out of province clubs, regardless of whether the game is played in or out of Nova Scotia.
- 1.4 No team shall participate in any organized, sanctioned or otherwise held competition under the auspices of the RNS unless they are bona fide members of a National Union either directly or through a Sub Union.
- 1.5 Clubs wishing to hold a tournament shall apply to RNS no less than 30 days in advance of the scheduled date. Permission may be withheld if the proposed date clashes with a scheduled RNS Championship or other activity.
- 1.6 The Game shall be played in accordance with the I.R.B. Laws of the Game with any mandatory safety variations prescribed by Rugby Canada (RC).

2. SAFETY

- 2.1 The home team shall ensure that the playing field is properly marked out. The field must have flags, poles and other devices in accordance with Law 1. All goalposts shall be protected with padding. All flagpoles shall be flexible. Cones shall not be used in lieu of flagpoles. Clubs shall ensure that for games the home team shall rope off the field from goal line to goal line with a minimum of five (5) meters between the rope and the touch line wherever possible.
- 2.2 Players' dress shall conform to Law 4.
- 2.3 Prior to the start of a game, the home team shall inform the visiting team and referee if a medically trained person is available. NOTE: This definition does include athletic therapists and physiotherapists.

- 2.4 The home team or hosting organization shall have an Emergency Action Plan (EAP) that has been approved by its Executive and submitted to RNS office.
- 2.5 Each team shall have an adequately equipped first aid kit present at the field.
- 2.6 Any game shall be immediately suspended if extreme weather conditions (i.e. lightning, hail) exist or threaten. It may only be resumed when, in the opinion of the referee, the storm-giving rise to these conditions has passed. If it is not possible to resume the game within one hour of the suspension, the referee may abandon the game. If the game is called at half or before the sixty (60) minute mark a make-up game will be scheduled at a later date, if sixty (60) minutes has elapsed then the team ahead at that point will be declared the winner.

3 GENERAL

- 3.1 The game shall commence at the scheduled kickoff time unless there are exceptional circumstances. In such instances, the referee may delay the start by up to one (1) hour, provided that both captains agree.
- 3.2 Each team shall have a minimum of ten (10) players dressed and on the field of play at the scheduled kick off time.
- 3.3 When two teams have jerseys of similar colour, the home team shall wear a set of contrasting colour.
- 3.4 Even though game times are posted, it is the responsibility of both teams to confirm date, venue and time not less than 48 hours before a game with each other and the referee appointed. If the referee is not known, confirmation shall be given to the Allocations Officer of the Nova Scotia Society of Rugby Union Referees (N.S.S.R.U.R.).
- 3.5 Teams shall abide by dates, venues and kick off times set out in the schedule. Requests for changes, must be supported by a written agreement (email) of both teams involved, along with the Request for Game Change Form filled out in full and submitted to RNS office 72 hours prior to kick off by the team requesting the change.
- 3.6 Each team before kickoff must complete the game sheet provided by the referee or either team. The game sheet must list all players available for the game, including replacements to be used according to Law 3. All players listed must be registered with RNS as a member of that club. If a player who is not registered with that club is listed on a game sheet, then the club for which he or she plays shall be considered in default. If you intend to list a player that is not registered with your club but is a registered member of RNS, you must seek permission from the opposing team and duly note it on the game sheet.
- 3.7 Any infraction of 3.1-3.6 may be considered reason for default of the offending team or teams.
- 3.8 A team shall be considered in default of a game if the team, without extenuating circumstances or without having reached agreement with the other team to reschedule the game, fails to present itself ready to play at the scheduled venue within fifteen (15) minutes of the scheduled kick off.
- 3.9 For the purpose of calculating league standings, no league points will be awarded to the team, which defaulted. The team, which did not default, shall be awarded league points as though the game had been played and won. A score of 0 to 30 against the team, which defaulted, shall be recorded for the purpose of future determination of standings.
- 3.10** The winning team shall notify the RNS office of the result of the game immediately after completion (deadline 7pm). This means the number of tries, penalty goals, etc., which make up the score together with the names of those (on both teams) who scored the tries, penalty goals etc. Otherwise it shall be recorded as a 0-0 tie with no league points being awarded. In the event of a tie both teams shall do the same as above by reporting the game

result to the RNS office immediately upon completion of the game (deadline 7pm). Should the result not be reported by only one of the two teams, the score will be recorded as reported with no league points being awarded to the non-reporting team. Should neither team report the score this will be recorded as a 0-0 tie with no league points being awarded to either team. **The phone number of the RNS office is (902) 425-5450 Ext.341 (A message can be left at any time by using a touch tone phone and typing in the extension number when the Sport Nova Scotia answering machine comes on.) Failure to comply will result in a \$20 fine for each infraction.**

4. DETERMINATION OF STANDINGS

- 4.1 The winner of each league game shall be awarded four (4) league points and the loser shall be awarded zero (0) league points. Each team in a game, which was tied, shall be awarded two (2) league points. **In leagues where a bonus point system is being used teams scoring four (4) or more tries in a game will be awarded one (1) bonus point. A team losing by seven (7) or less will be awarded (1) bonus point. Any team in default of a league game shall have four (4) league points deducted from their league total and forfeit a portion of their bond.**
- 4.2 Teams in any division shall be ranked so that the team with the most league points is first and so on in descending order.
- 4.3 In the case of two teams having the same number of league points, that team which first satisfies one of the following criteria applied in the given order shall be ranked the higher of the two teams:
- (i) The team with the greater number of wins in league games between the two;
 - (ii) The team with the greater points differential (points scored less points against; maximum attributable differential 30 points per game) in league games between the two teams (a default is scored as a 30-0 win for the non-offending team)
 - (iii) The team with the greater number of wins in league games;
 - (iv) The team with the greater overall points differential based on league games played (maximum attributable differential 30 points per game; a default is scored as a 30-0 win for the non-offending team)
- 4.4 In the case of a tie between more than two teams, the following criteria shall be applied in the order given until the tie is resolved:
- (i) The team with the greater number of wins in league games. (If after the application of (i) there should remain a tie between only two (2) teams, then that tie shall be resolved by the method for breaking ties between the two teams.);
 - (ii) The team with the greater overall points differential (points scored less points against; maximum attributable differential 30 points per game) based on league games played. If after the application of (ii) there should remain a tie between only two teams, then that tie shall be resolved by the method for breaking ties between two teams.

5. DIVISIONAL PLAYOFF FORMAT

- 5.1 The Board of Directors will approve the playoff format before league play commences. The usual playoff format is 4th place at 1st place and 3rd place at 2nd place.
- 5.2 If at the end of a playoff game the score should be tied, then two ten (10) minute periods of overtime shall be played. If at the end of this overtime the score should still be tied, then the teams shall play as many ten (10) minute periods of sudden death overtime (the team which scores first is the winner) as are necessary to break the tie.

5.3 Each playoff game shall be played at the home field of the team, which stood the higher in the final league standings. If the game cannot be played at that field, then the game shall be played at a reasonably located field chosen by the team, which would have had the home field.

6. PROTESTS AND DEFAULTS

6.1 Where a Club claims that an opposing team is in default or wishes to protest the result of a game for some other reason, the Club shall submit to the RNS office, with simultaneous copy to the opposing Club, a written explanation of the circumstances including all pertinent information. The Captain of the team claiming default shall inform the referee and the opposing team captain at that time the alleged default took place (where possible the game shall be played). To be valid the submission shall be sent by registered mail, special delivery or Emailed and postmarked within three (3) days of the scheduled date of the game.

6.2 Upon notice of an allegation, the defending Club shall submit to the RNS office a written explanation of the circumstances including all pertinent details. This submission, to be valid shall be sent by registered mail, special delivery or Emailed and postmarked within seven (7) days of the scheduled game.

6.3 Immediately upon receipt of the submission from both Clubs, the Director of Internal Competition shall consider the allegations, collect such additional evidence as is considered necessary, and, if the allegations are found to be true, assess such penalties as are deemed appropriate.

6.4 Where a team defaults a game, its Club shall be liable for all reasonable costs incurred by the non-offending team and the referee; lose four (4) points from league point total.

6.5 A team defaulting a game may be barred from further competition until its obligations and penalties have been paid.

6.6 In the event that time or other circumstances do not allow the procedures outlined in 6.1-6.5 to be followed, then the Director of Internal Competition shall take such steps as he deems necessary to resolve the dispute in the time available.

6.7 To be valid, a claim for default under 2.6 shall be registered before the kickoff with the referee and captain of the offending team.

6.8 All decisions of the Director of Internal Competition will be immediately telephoned or emailed to the Clubs involved.

6.9 Provided that both Clubs involved have had the opportunity to present information as noted above, the Decision of the Director of Internal Competition will be final except as specified under 7.1.

7. APPEALS

7.1 A Club may appeal the decision of the Director of Internal Competition only on the grounds of (a) fresh evidence; or (b) a failure to handle the original complaint in accordance with these regulations. The appeal must be sent to the RNS office by registered mail, special delivery or Emailed and postmarked within five (5) days of the date of notification of the Director of Internal Competition's decision.

7.2 A certified cheque, cash or money order payable to Rugby Nova Scotia, must accompany the appeal for \$50.00. All, some or none of this may be returned to the sender at the discretion of the President of the Appeals Committee.

7.3 The President of RNS shall examine the appeal. If there is a *prime facie* case for review, the President shall appoint an Appeals Committee. If the President deems that there are no grounds for appeal, the appeal shall be rejected.

- 7.4 The Appeals Committee shall consist of three (3) members of a recognized rugby organization. It shall make investigations and hold such hearings, as it deems necessary. The President shall announce the decision of the Appeals Committee, which may be to uphold or amend the original decision of the Director of Internal Competition.
- 7.5 The Appeals Committee shall: 1) prior to considering the appeal, obtain a report of the incident, all related information, record of proceedings and the decision; 2) if the appellant requests a Hearing or the Appeals Committee decides that a Hearing is appropriate, they must notify all individual parties of the time and place of the hearing and give the opportunity to respond to any new information or arguments presented. The procedure of the Hearing shall be at the discretion of the Appeals Committee, 3) after considering the written appeal and the presentations to the Hearing (if any), render its decision.
- 7.6 The Chair of the Appeals Committee shall: 1) communicate the decision to the President of RNS; 2) send the summary of the Hearing (if any) and the decision of the Committee to the RNS office.
- 7.7 The President of RNS shall advise the Appellant, by phone or in person, within 24 hours of the Appeals Committee meeting and with subsequent confirmation in writing.
- 7.8 Until such time as the Appeals Committee renders its decision; the original decision will stand.
- 7.9 The decision of the President and/or the Appeals Committee shall be final.

8. REPLACEMENT AND SUBSTITUTION

- 8.1 Replacement of players due to injury shall be in accordance with Law 3.
- 8.2 For league play within Nova Scotia up to seven (7) replacements/substitutions can be made.
- 8.3 Substitution of any number of players may take place, where participation is the primary objective of a game (i.e. tournament, juniors and exhibition), provided that both captains agree and the referee is so informed before the kickoff.
- 8.4 Teams may nominate up to twenty-two (22) players who must be recorded on the game sheet. Replacement players must be eligible per Section 9. Nominated players and replacements/substitutes will follow the provisions of Law 3. If a team nominates 16-18 players; it **must** have 4 players that can play front row. If a team nominates 19-22 players; it **must** have 5 players that can play front row.

9. ELIGIBILITY OF PLAYERS

- 9.1 A player member of a Club in RNS may not join or play for another Club without the permission of the Club of which he or she is already a member and by submitting of a Player Transfer Form to Rugby NS office.
- 9.2 A player cannot be a playing member of two clubs in the same league at the same time.
- 9.3 **No player can change clubs after September 1st, without permission from the Director of Internal Competition. It is the responsibility of the receiving club to seek that permission.**
- 9.4 If a player plays for another club without first meeting the requirements of 9.1 or 9.3, as appropriate, he/she is liable to suspension and the Club for which he/she plays shall be considered to be in default for all games in which he/she played.
- 9.5 In the case of a team having a shortage of players present. An individual that is not a member of that club, but is a registered member of RNS may play in that game provided he/she has gained permission from the opposing team and has it recorded on the game sheet.

9.6 In the case of the N.S. University Men's First and Second Division and the N.S. College Women's Division, members of said clubs must be currently enrolled as full-time or part-time University students. The Director of Internal Competition may (and in a limited number of cases normally will) grant exemptions from this condition. All such exemptions must be applied for, and granted, in writing.

9.7 Any Club with any doubt concerning the eligibility of a player should contact the Director of Internal Competition and Rugby NS.

10. PERFORMANCE BOND

10.1 On May 1 of each year (September 1 in the case of University Clubs) each member Club of the RNS will be invoiced for a \$600.00 Performance Bond. The Performance Bond is due 30 days from the invoice date and any Club failing to post the Bond shall be considered to be in default for all games in which it plays. Each Club will receive a full refund provided that they meet all requirements laid out by the Performance Bond.

10.2 The winning team shall notify the RNS office of the result of the game immediately after completion (deadline 7pm). This means the number of tries, penalty goals, etc., which make up the score together with the names of those (on both teams) who scored the tries, penalty goals etc. Otherwise it shall be recorded as a 0-0 tie with no league points being awarded. In the event of a tie both teams shall do the same as above by reporting the game result to the RNS office immediately upon completion of the game (deadline 7pm). Should neither team report the score this will be recorded as a 0-0 tie with no league points being awarded to either team. **The phone number of the RNS office is (902) 425-5450 Ext.341 (A message can be left at any time by using a touch tone phone and typing in the extension number when the Sport Nova Scotia answering machine comes on.) Failure to comply will result in a \$20 fine for each infraction.**

10.3 The above \$40.00 fine is broken down as follows:

- ✓ \$10.00 for the score
- ✓ \$10.00 for your scorers
- ✓ \$10.00 for their scorers
- ✓ \$10.00 for lateness

10.4 It is the responsibility of each Club to fill out the game sheet and hand it to the referee prior to every game. Team lists must be complete and must include both first and last names of each player listed. **Failure to comply will result in a \$50.00 fine for each infraction.**

10.5 **Any Club that fails to notify the opposition within 36 hours of the scheduled kickoff time that they are unable to fulfill a fixture commitment shall be fined \$150.00 and shall be considered in default for that game.**

10.6 The RNS Board of Directors shall review all postponed games that are unable to be rescheduled within an appropriate time and as a result fines and or loss of points may result.

RUGBY NOVA SCOTIA Disciplinary Policy

1. DEFINITIONS

1.1 For the purpose of this policy the following definitions shall apply:

- (i) Committee - Disciplinary Committee
- (ii) Chairman - Director of Internal Competition, RNS; Disciplinary Committee Chairman
- (iii) N.S.S.R.U.R. - Nova Scotia Society of Rugby Union Referees
- (iv) Union – Rugby Nova Scotia
- (v) Board - Board of Directors, Rugby Nova Scotia.
- (vi) On-field - Incidents involving one or more players participating in a game of rugby.
- (vii) Off-field - See section 4.1
- (viii) Member Club - See Article 7, Rugby Nova Scotia Constitution and By-Laws
- (ix) Associate Member - See Articles 7 and 8, Rugby Nova Scotia Constitution and By-Laws.

2 MANDATE

2.1 The Board of Rugby Nova Scotia (RNS) delegates the primary responsibility for discipline issues to the RNS Discipline Committee in accordance with Article 31 of the By-Laws of RNS.

3. COMPOSITION OF COMMITTEE

3.1 The Director of Internal Competition (Men or Women) shall chair the Committee. Its powers and mandate are in conjunction with Rugby Canada's appendix to the Laws of the Game of Rugby Football dealing with disciplinary matters. The Chairman may appoint any Committee member to chair any meeting in his absence.

3.2 **The Disciplinary Committee shall have as its members, in addition to the Chairman, the Member at Large and the other Director of Internal Competition (Men/Women).**

3.3 The Committee's jurisdiction covers all incidents, both on and off-field where the Constitution and By-Laws of the Union have been contravened, involving any member Club or associate member while in or outside the Province of Nova Scotia; or any visiting rugby team or Club and its members while in the province of Nova Scotia. This policy also covers all Nova Scotia provincial representative sides.

4 CONFLICT OF INTEREST

4.1 A member of the Committee is considered to be in conflict of interest if the individual appearing at a hearing is a member of the Committee member's club.

4.2 **The Committee member will not participate in hearing any case in which he/she has a conflict of interest. Another board member maybe appointed to the committee in this case.**

5 GUIDELINES FOR CONFLICT OF INTEREST

5.1 If a member of the Committee has been reported to the committee:
That member of the Committee must abstain when the report is heard.

5.2 If a member of the Committee is affiliated with "Club A" and a member of "Club A" has been reported to the committee: **That member of the Committee must abstain when the report is heard.**

5.3 If a member of the Committee is affiliated with "Club A" and a member of "Club B" has been reported to the committee as a result of an incident occurring during a game between "Club A" and "Club B": **That member of the Committee must abstain when the report is heard.**

- 5.4 If a member of the Committee is a referee representing the NSSRUR and that member has sent a report to the committee: **That member of the Committee must abstain when the report is heard.**
- 5.5 If a member of the Committee is a referee representing the NSSRUR and if a member of a club has been reported to the Committee for referee abuse: **That member may act as a member of the Committee when the report is heard. (Unless Rule 6 applies)**

6 CARDING

- 5.1 Yellow Cards issued to players shall be reported by referees to the RNS office and a Yellow Card count will be kept on all who receive this card.
- 5.2 A player receiving 4 Yellow Cards in a season will automatically be suspended for 1 game.
- 5.3 The Yellow Card count for a player, who is suspended for 1 game as result of receiving 4 Yellow cards, shall be cleared after he/she has served the suspension.
- 5.4 At the end of regular season, the Yellow Card count for all players will be cleared with the exception of a player who receives there fourth Yellow Card in the last game of the season shall serve a 1 game suspension.
- 5.5 When a player who has received a Yellow Card, is subsequently sent off in the same game:
- (i) The Committee shall consider the initial Yellow Card in the discipline hearing held relative to the sending off of the player.
 - (ii) The Yellow Card shall not be included in the player's cumulative Yellow Card count.

6. ON-FIELD DISCIPLINARY MATTERS

6.1 The Referee

When a referee has deemed it necessary to remove a player from the playing enclosure, the following steps shall take place:

- (i) The referee shall inform the player and his or her captain that the player has been Sin- Binned (Red or Yellow Card) and is to leave the field of play and briefly why. The player is then obligated to leave immediately and no further discussion is to take place either by the player or his or her captain. Yellow Card – 10 minutes. Red Card – game ejection and further disciplinary action.
- (iii) The referee shall inform the Chairman, by phone, Email or fax of the incident within 24 hours of the incident, exactly who was Red Carded and the name of the respective club; to be followed by a complete written report, to be posted within 48 hours of the incident, with a copy to the Secretary of the N.S.S.R.U.R.

6.2 The Player

The player shall be suspended from all facets of the game until further notice from the Committee. **Any player suspended from play shall serve his or her suspension in the division in which he or she was suspended. Until such suspension is served, that player shall not be eligible to play in any other division.**

6.3 The Player's Captain

The captain shall immediately inform his club executive of the incident.

6.4 The Club Executive

- (i) Shall inform the Chairman or Rugby NS within 48 hours of the incident, by telephone, Email or fax, the offending player's address and telephone number, and by this action confirm their knowledge of the incident, their acknowledgement that the player is not available for selection until further notice from the Committee, and whether or not they intend to file a report as outlined under 6.4 (ii).
- (ii) Shall at their option, file a report with the Chairman, indicating any relevant information, club sanctions imposed, etc.. This report shall not challenge the decision of the referee or the facts surrounding the incident as relayed by the referee. **“ The referee is the sole judge of fact and law. All his decisions are binding on the players.”** If a Club chooses to file a report along these lines, the Committee has the right to disregard the report in its entirety. This report must be posted within 48 hours of the incident in order to be considered. The Committee shall proceed if it is not received within 96 hours.

6.5 The Disciplinary Committee

- (i) The Chairman has the option to call for a meeting immediately upon receipt of the referee's report, to be held as soon as possible ensuring sufficient time has elapsed to allow for receipt of all other relative reports.
- (ii) The Committee shall be guided by the following ranges (refer to table) of suspensions for incidents involving individuals who have had incident reports filed against them within the current or preceding two (2) calendar years:
- (iii) In addition to the penalties outlined in the table, the Disciplinary Committee may, on consideration of the offence, including the severity of the offence and previous offences by the person or Club concerned, direct more severe penalties for any form of verbal or physical abuse to a referee.
- (iii) In the event that there is a previous incident on file regarding the individual involved within the current or previous two (2) calendar years, or if the Committee deems the incident so severe that a hearing is warranted, the Chairman shall convene same to deal with the incident. In this instance, the Committee shall not be restricted to any maximum limits. The Chairman shall inform the club with three (3) days prior notice of the hearing and they or their appointed representative may be in attendance and be heard. The Chairman may enter into evidence any other documentation deemed by him to be relevant.
- (iv) The Chairman shall communicate any decision verbally to the player's club executive, followed by written communication to the offending player, the club executive and the secretary of the N.S.S.R.U.R. Said decision must include a re-eligibility date.

7. DEFINITION OF A GAME FOR DISCIPLINE PURPOSES

7.1 A game is defined as a league, exhibition, representative game or a tournament at the same divisional level, or above, that in which the offense occurred.

7.2 This means that an individual ejected from a 1st Division game, may not count a 2nd Division game as part of his/her suspension, but may count an exhibition game, a representative fixture, a tournament or Provincial or Regional competition as part of the game count for the suspension in accordance with 7.4 below.

- 7.3 A suspended player may use a defaulted game as part of the game count for the suspension if the player was not a member of the defaulting team and in accordance with 7.4 below.
- 7.4 An exhibition game, a representative game, a tournament, or Provincial or regional competition may only be counted towards a suspension if the player or his/her club requests in writing to the Chairman of the Committee to count these competitions as part of the suspension.
- 7.5 A tournament is deemed to be equivalent to one divisional game.
- 7.6 The Chairman of the Committee has the sole discretion as to what constitutes a legitimate exhibition game or tournament.

8. OFF-FIELD DISCIPLINARY MATTERS

- 8.1 The term off-field refers to any incident of contravention of the Constitution and By-Laws of the Union by a member club or associate member, where the offending party is not directly involved in a rugby match when said contravention is alleged to have occurred.
- 8.2 A complaint may be lodged in connection with this type of incident by any party who is financially liable as a result of the incident, by any member club of the Rugby Nova Scotia or by the Union under whose jurisdiction the event occurred.
- 8.3 All such complaints shall be forwarded to the Chairman as soon as possible after the incident, but no later than fourteen (14) days. On receipt of the written complaint, if the Chairman deems the situation warrants, he shall convene a hearing to deal with the incident. The hearing shall be conducted in accordance with section 3.5 (iii) of this policy, except that rather than the referee on the day being present, the complainant has the option to be present and be heard.
- 8.4 The Chairman may solicit any eye witness accounts and or other documentation and enter same into the proceedings as evidence. The eye witness accounts must be presented to the hearing either in person or in writing.
- 8.5 Whether or not a complaint is acted upon, the Chairman must present all complaints to the Board for review. After said review the Board may override a decision by the Chairman not to act on any specific complaint and direct him to convene a hearing.
- 8.6 Until such time as a proper hearing can be conducted, the parties accused may continue to participate in all Union activities as under normal circumstances.

9. APPEALS

- 9.1 The Board shall handle all appeals.
- 9.2 An appeal may be launched by;
- (i) The disciplined club or disciplined player's club.
 - (ii) The club against whom the incident took place.
 - (iii) The party who filed the original complaint under section 3 of this policy.
 - (iv) The N.S.S.R.U.R.
- 9.3 All appeals must be presented to the Board, in writing, within 30 days of the Committee's decision outlining the reason for appeal, which must fall under the following acceptable grounds:
- (i) The availability of new and pertinent information that was not available at the initial hearing.

- (ii) The question of whether the Committee has exceeded its authority or jurisdiction as defined by this policy or as conferred on them by the Board.
 - (iii) The appropriateness of the sentence or conditions imposed of both severity or leniency provided the suspension is in excess of three (3) games.
- 9.4 The appeal must be accompanied by a \$100.00 bond (certified cheque) which may be refunded in whole or in part at the discretion of the Board if it considers the grounds for the appeal sufficiently valid (whether or not the appeal is upheld).
- 9.5 The Board shall deal with the appeal at its' next regularly scheduled meeting. In the interim, any sanctions imposed by the Committee shall remain in effect.
- 9.6 In order to ensure a fresh hearing of the incident, any Board member who has prior involvement in the incident or disciplinary decision shall not be eligible to vote on the appeal. In the event the foregoing prevents a quorum of votes, the President may co-opt any other associate members to attend and vote on the appeal.
- 9.8 The decision of the Board relating to any appeal shall be final.

10. GENERAL

- 10.1 The Committee has the power to carry out the following sanctions:
- (i) Suspend or restrict associate members or any visiting teams or clubs and its players while in Nova Scotia from participating in any or all facets of the Game of Rugby Football for a specific period of time.
 - (ii) Restrict the playing activities of any member Club for a specific period of time.
 - (iii) Levy fines on member Clubs to a maximum of \$500.00 on its own and higher, subject to the approval of the Board.
 - (iv) Cause member Clubs to post performance bonds to a maximum of \$1000.00 for a specific period of time. Higher bonds may be imposed with the approval of the Board.
 - (v) Suspend the touring privileges of any member Club or associate member for a specific period of time.
 - (vi) Exercise any other sanction it deems fit under the circumstances.
- 10.2 The address for submissions to the Committee Chairman is:
- Disciplinary Committee
Rugby Nova Scotia
5516 Spring Garden Road
Suite 311
Halifax, NS B3J 1G6
- 10.3 Any Club who knowingly allows a player to participate in a rugby match while under suspension;
- (i) Shall lose the subject match by default.
 - (ii) May be liable for a fine of up to \$1000.00.
 - (iii) In addition to the foregoing, may be subject to further disciplinary sanctions as levied by the Committee.
- 10.4 The Chairman is responsible to ensure accurate records are maintained relative to all incidents dealt therewith.

*****This is for reference only. Actual penalties will be applied in relation to the IRB's current disciplinary listings.**

OFFENCE	IRB Range of Penalties	RNS Range of Penalties	Norm (games)
To strike an opponent with the hand, fist or arm including the elbow.	7-84 days	1-12 games	3
To hack, stamp or trample an opponent	21-182 days	3-26 games	Head - 12 Body - 6
To strike an opponent with the hand, fist or arm including the elbow.	7-84 days	1-12 games	3
To hack, stamp or trample an opponent	21-182 days	3-26 games	Head - 12 Body - 6
To kick an opponent	21-182 days	3-26 games	Head - 26 Body - 12
To trip an opponent with the foot	7-42 days	1-6 games	2
To strike an opponent with his/her head	49-252 days	7-36 games	20
To strike an opponent with his/her knee(s)	7-84 days	1-7 games	4
To bite an opponent	12-36 months	12-36 months	18 months
To attack an opponent's eyes with an part of the hand	18-36 months	18-36 months	24 months
To tackle early, late or dangerously,	7-56 days	1-8 games	3

including the action known as a “stiff arm tackle”			
To charge or obstruct an opponent who has kicked the ball	7-42 days	1-6 games	2
To hold, push, charge, obstruct or grasp an opponent not holding the ball except in a scrum, ruck or maul	7-42 days	1-6 games	2
OFFENCE	IRB Range of Penalties	RNS Range of Penalties	Norm (games)
In the front row of a scrum to form down some distance from the opponent and rush against them	7-42 days	1-6 games	2
In the front row of a scrum to lift an opponent off his/her feet or force them upwards out of the scrum	7-42 days	1-6 games	2
To cause a scrum, ruck or maul to collapse	7-42 days	1-6 games	3
While the ball is out of play, to molest, obstruct or in any interfere with an opponent or be guilty of any form of misconduct	7-42 days	1-6 games	2

To verbally abuse a match official (includes TJ's, etc.)	4-12 weeks	4-12 games	8
To use threatening actions or words at match officials (includes TJ's, etc.)	12-24 months	12-24 months	18 months
To physically abuse a match official (includes TJ's, etc.)	2 years - life	2 years - life	5 years

**RUGBY NOVA SCOTIA
Harassment Policy**

1. DEFINITION OF HARASSMENT

- 1.1. Harassment is behavior, conduct or gestures which are insulting, intimidating, humiliating, malicious or otherwise offensive to an individual or group or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense or humiliation to another person or group.

2. POLICY COVERAGE

- 2.1. Harassment will not be tolerated within the jurisdiction of Rugby Nova Scotia.
- 2.2. All sub-unions and member clubs of RNS shall formally adopt this Harassment Policy and provide proof of such adoption to RNS office.

3. WHO IS COVERED

- 3.1. This policy pertains to all employees, officers, directors, coaches, athletes, officials, volunteers and other members of Rugby Nova Scotia.

4. FILING A COMPLAINT

- 4.1. If any member of Rugby Nova Scotia feels he/she has been subject to harassment, as defined by this policy, he/she is encouraged to submit his/her concerns in writing to either the President or the Executive Director of Rugby Nova Scotia.

5. INVESTIGATION OF A COMPLAINT

- 5.1. An Investigation Committee composed of the President and the Executive Director of Rugby Nova Scotia will be appointed to take his/her place on the Investigation Committee.

- 5.2. If, in the view of the Investigation Committee, the complaint would be best handled by an outside Investigator, such a person shall be appointed by the President of Rugby Nova Scotia.

6. REPORT OF THE INVESTIGATION COMMITTEE

- 6.1. If the Investigation Committee finds that the complaint is valid, a written report including a recommendation for discipline shall be forwarded to the RNS Discipline Committee for review to assure that all people involved in the case received a fair hearing.
- 6.2. The RNS Discipline Committee will have the option of accepting the recommendations as put forth by the Investigation Committee, amending the recommendation, or rejecting the recommendation.
- 6.3. The complainant, and others directly involved in the case, shall receive a written report from the RNS Discipline Committee after it has completed its review of the Investigation Committee Report.

7. APPEAL

- 7.1. If the complainant, or the accused, feels that he/she did not receive a fair hearing and/or disagrees with the recommendations of Investigation Committee and the RNS Discipline Committee, then he/she may file a notice of appeal and request a hearing with the full Board of Rugby Nova Scotia excluding those members previously involved in the case.
- 4.3. This policy covers all Rugby NS members, coaching staff, administration staff and others associated with the Rugby NS operation.

RUGBY NOVA SCOTIA Commitment to Fair Play Policy

1. BACKGROUND and PURPOSE

- 1.1. The Rugby NS policy of Fair Play promotes the principles of respect, responsibility and integrity. The purpose of this document is to clearly inform all Rugby NS athletes, coaches, staff and members of Rugby NS on the Rugby NS Fair Play policy.

2. RESPECT

- 2.1. The principle of respect is to treat all participants (athletes, coaches, staff, officials and members) with respect at all times.
- 2.2. That all participants of Rugby in Nova Scotia are involved in the sport for enjoyment and should not be intimidated from participation in the sport.
- 2.3. All participants will respect and play by the Laws of the game as defined and explained by the IRB.

3. RESPONSIBILITY

- 3.1. That all participants will act in a responsible and safe manner in any activities sanctioned by Rugby NS.

4. INTEGRITY

- 4.1. That all participants are expected to be honest, sincere and honorable in their relationships with other participants.

- 4.2 That coaches and officials will promote the value of sport for individuals, teams and society in general and will encourage all participants to continue their involvement in the sport. National Championship Policy,(Part III, Sections 3.1 and 3.2). Furthermore, because of the safety concerns in some competitions, Rugby NS highly recommends participants play in the established gender divided leagues.

RUGBY NOVA SCOTIA

Equity and Access Policy

1. GENDER POLICY STATEMENTS

- 1.1 Rugby NS will work to ensure that gender equity is a key consideration when developing, updating or delivering programs, policies and projects.
- 1.2 Equity is the belief and practice of fair and just treatment of all individuals. Gender equity is the principle and practice of fair and equitable allocation of resources and opportunities for both women and men. To be equitable means to be fair, and to appear to be fair.
- 1.3 The implementation of gender equity eliminates discriminatory practices that prevent the full participation of either gender. Opportunities, resources and power become equally accessible to all.
- 1.4 The emphasis for gender equity is not a negative process designed to disenfranchise men, but an attempt to attract and include women and bring them to an equitable level of participation in the sport of rugby.

2. ACCESS POLICY STATEMENTS

- 2.1 Rugby NS is committed to providing access to the sport of Rugby to as many people in Nova Scotia as is possible.
- 2.2 As per International Rugby Football Board (IRFB) by-law 4(i), ‘the game is an open game where persons may receive material benefit notwithstanding that for the majority of persons the game will remain a non-vocational leisure activity.’
- 2.3 Rugby NS sets no limitations on participation at any level, with the exception of age restrictions based on Rugby Canada’s (RC)
- 2.4 Rugby NS is aware that Rugby is a full contact, collision sport and participants must be medically fit to play as specified by IRB Regulations 13.1.4, 13.6 and IRFB Law 4, Section (4), Note (ii):
- (i) ‘Any player unable to participate in a match without the administration of drugs or injections to relieve pain or acute illness must be considered unfit to play.’ (See also IRB Law 3, Section (7).)
- (ii) ‘A player who has suffered definite concussion shall not participate in any match or training session for a period of at least 3 weeks from the time of injury, and may then only do so after being declared fit by a proper neurological examination.’
- (iii) ‘If a player requires any form of protection or support as listed in IRFB Law 4, Section (2) the player should not play in the match.’ (Specifically Section (2), point (2), ‘A player may not wear braces or supports which included any rigid or reinforced material.’)

3. GOALS

- 3.1 To provide access to a range of choices and opportunities for both females and males.
- 3.2 To ensure that their needs and interests are met in programs, administration, and leadership.
- 3.3 To ensure that all individuals receive fair and just treatment.
- 3.4 This policy covers all Rugby NS members, coaching staff, administration staff, medical support personnel and others associated with the Rugby NS operation.
- 4.2 The use, possession or trafficking of banned substances or procedure; the encouragement or counseling to use banned substances or procedure; or taking measures to mask detection of banned substances or procedure by any member of, or person

RUGBY NOVA SCOTIA Drug Free Environment Policy

1. BACKGROUND

- 1.1 In accordance with the International Rugby Board (IRB) Resolution 5.7, 'All players participating in the game of Rugby may at any time be subject to a drug test.' For a list of banned, restricted and permitted substances, please contact the Rugby NS office.
- 1.2 The provincial government had endorsed an Anti-Doping program for all NS athletes.

2. PURPOSE

- 2.1 The purpose of this document is to clearly inform all Rugby NS athletes, coaches, staff and members of Rugby NS on the Rugby NS Drug Free Environment Policy.

3. DEFINITION OF DOPING

- 3.1 Rugby NS accepts the following as a definition of "doping":
"The intentional or inadvertent use, by whatever means, by an athlete of a substance or procedure in order to enhance athletic performance before or during a competition is deemed to be doping." (Sport Medicine Council of Canada - SMCC)

4. RUGBY NS POSITION STATEMENT

- 4.1 Rugby NS is opposed on ethical, medical and legal grounds, to the practice of "doping" in sport and fully supports the position of Sport Canada, the Canadian Olympic Association, the International Olympic Committee, the IRFB and the Canadian Rugby Union regarding the use of banned substances.
- 4.3 The use, possession or trafficking of banned substances or procedure; the encouragement or counseling to use banned substances or procedure; or taking measures to mask detection of banned substances or procedure by any member of, or person associated with, Rugby NS is unacceptable and constitutes a doping violation.
- 4.4 This policy covers all Rugby NS members, coaching staff, administration staff, medical support personnel and others associated with the Rugby NS operation.

**RUGBY NOVA SCOTIA
Code of Conduct**

1.1. BACKGROUND

- 1.2. The RNS Code of Conduct has been developed to meet the requirements of the Provincial Sports Organization Funding Assessment Tool, and in response to requests from players, coaches, officials and administrators. The Code of Conduct shall be published on the RNS website for viewing by all members.

2. APPLICATION AND JURISDICTION

- 2.1. The Code of Conduct applies to all registered members of the RNS namely: clubs and individuals participating as players, coaches, officials and administrators including all sponsored RNS groups and provincial representative teams and training groups, here and after referred to as members.
- 2.2. All member clubs of RNS shall formally adopt this Code of Conduct and provide proof of such adoption to RNS.

3. CONDUCT OF MEMBERS

- 3.1. Members of the RNS shall maintain a high standard of moral and ethical conduct, which includes self-control and responsible behavior, consideration for the physical and emotional well-being of others and good manners on the field and in public places where RNS sponsored events are being held and while traveling to and from such places.
- 3.2. Members of RNS have a responsibility for the behavior of their supporters while attending RNS sponsored events.
- 3.3. Members of RNS shall abstain from the use of illegal drugs and the immoderate use of alcohol.
- 3.4. No member of RNS groups shall commit a criminal offense while engaged in a RNS competition or activity.
- i) report immediately any accidents, damage, irregular activities relative to their assigned rooms to team management.
 - ii) on departure, leave the room in a condition as close as possible to the manner which you found it.
 - iii) shall allow team management to inspect rooms at any time without prior notice.
- 4.2. Shall respect and adhere to all directives by management as issues from time to time dealing with but limited to:

4 GENERAL

- 4.1. Adhere to the following dress code:
- i) Formal – when travelling as an official party representing RNS, when attending an official function representing RNS, and at other times directed by team management.
 - ii) Informal – at informal gatherings and as directed by team management
 - iii) Specific details to team dress will be given by team a management upon selection to team.

4.2 Unless otherwise approved in advance by team management, all members of the rep side shall attend all official functions.

4.3 Shall, regarding hotel, University dormitory while on tour:

- i) On arrival, pre-inspect all rooms so to ensure any existing damage is reported to team management.
- ii) Maintain hotel/dorm rooms in a neat and tidy fashion at all times.
- iii) Accept full responsibility for all activities conducted in their assigned rooms.

5. COMPLAINTS

5.1. Any complaints, except for reports from referees arising from incidents occurring within the playing enclosure, concerning a violation or breach of this Code of Conduct by a member shall be delivered in writing to any one or more of the following: the member club concerned, a member of the Board Directors of RNS or the RNS office.

5.2. All complaints shall be dealt with by the Discipline Committee established by the member club concerned or RNS, whichever is applicable, pursuant to the policies and procedures of that Committee which are hereby incorporated into this Code of Conduct.

5.3. Any member club of RNS suspending a member for disciplinary or other reason must inform the RNS office in writing immediately after such a suspension.

6. DISCIPLINARY ACTION

6.1. If any member of RNS fails to comply with this Code of Conduct on, or off the field of play, the member may be subject to

6.2. Any disciplinary action shall be dealt with pursuant to the International Rugby Board Guidelines for Discipline which are hereby incorporated into this Code of Conduct.

RUGBY NOVA SCOTIA Game Management for Team Captains

- 1) Before the game, tell your players what you know about the referee in terms of reacting to on-field situations. Encourage them to work with the referee rather than against.
- 2) Let your players know what your expectations are of them during the game in regards to the referee and discipline.
- 3) After the coin toss, convey the referee's expectations to your players. If you treat the referee's expectations with disdain that will be a signal to the rest of the team to do likewise.
- 4) During the game, avoid temptation to show disrespect to the referee even if you believe he made a bad/wrong or missed a call. This attitude will quickly transcend to your players.

- 5) Accept all the referee's decisions even though you may disagree with them.
- 6) At stoppages, ask for unclear decisions to be explained and convey this information to your players.
- 7) Be prepared to control your players to the point of sending them off to cool down.
- 8) Finally, if the referee sends off a player, you must provide details of the incident to your club Executive and Rugby NS as soon as possible.

Tournament Sanctioning Form

I, _____, on behalf of the _____ respectfully request approval from the Board of Directors to hold/host below said tournament to be held from _____ to _____; and understand that the Rugby Nova Scotia Disciplinary Policy and Code of Conduct Policy are in effect while holding/hosting this tournament and that action may be taken by Rugby NS Board of Directors in the event of inappropriate actions whether on the field or off are by made any club and/or member participating in said tournament. *Please fill in the below information:*

Host Club: _____

Name of Tournament: _____

Type of Tournament: 7's 10's 15's Touch Co-Ed

Divisions within Tourney: Men Women Juniors Old boys

Cost per Team/Player: _____

Guaranteed # of Games: _____

Location of Tournament: _____

Field(s) being used: _____

Sponsors: _____

**Once all teams are registered please send notification of out of province clubs participating.

Travel/Touring Form

I, _____, on behalf of the _____ respectfully request approval from the Board of Directors to participate in below said tournament/tour to be held from _____ to _____; and understand that the Rugby Nova Scotia Disciplinary and Code of Conduct Policies are in effect while on tour and that action may be taken by Rugby NS Board of Directors in the event of inappropriate actions whether on the field or off are by made the club and/or by a member as they are representing Rugby Nova Scotia. *Please fill in the below information:*

Host Club: _____

Name of Tournament: _____

Method of Travel: Plane Bus Rental Van Train Cars

Of Players Traveling: _____

Length of Stay: From _____ TO _____

Accommodations: Hotel University Billets

Destination: _____

Sponsors: _____

~~~~~  
**OFFICE USE:**

**Approved on:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_

## Request For Game Change Form

**Excerpt from Game regulation Policy:**

3.5 *Teams shall abide by dates, venues and kick off times set out in the schedule. Requests for changes, must be supported by a written agreement (email) of both teams involved, along with the Request for Game Change Form filled out in full and submitted to RNS office 72 hours prior to kickoff by the team requesting the change.*

Game Effected: \_\_\_\_\_

Date of Game: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Team Requesting Change: \_\_\_\_\_

Reason: .....  
.....  
.....

Team Rep Responsible for Notification of Other Team: \_\_\_\_\_

Did you notify the other team?  Yes  No When: \_\_\_\_\_

Was there a reply and if yes, what was the reply?  Yes  No  
.....  
.....

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Both teams will receive notification from the Director of Internal Competition within 24 hours. Provided all info has been received.*

Notification was done by:  Email  Phone  Other \_\_\_\_\_

Notification was directed to whom? \_\_\_\_\_

Was there confirmation of receipt of the request?  Yes  No

